

Request for Updation of Records - Change of Address

To,  
Karvy Computershare Private Ltd  
Unit : \_\_\_\_\_  
Plot No.17 to 24, Vittalrao Nagar  
Madhapur  
Hyderabad - 500 081

Dear Sir,

Ref : Your letter dated \_\_\_\_\_

I/We hereby request you to please update my/our change in address in your records for the Registered Folio No. \_\_\_\_\_

Old Address	New Address
City	
State	
Pincode	

As requested by you, I/We am/are attaching herewith copies of Proof of Address (POA) and Photo ID Proof.

Kindly confirm having recorded the changed address.

Yours faithfully  
( \_\_\_\_\_ )  
Signature of the First and Jt. Holder(s)  
(as per specimen Registered)

Date :